Benefit Eligible State Agency Employees New Hire Enrollment Schedule
(Eligibility schedule can differ for casual seasonal, temporary or substitute teachers who have unbroken service prior to becoming a benefit eligible employee)

	Medical*	Medical*	Dental & Vision	Flexible Spending Account	Life Insurance	Pre-Tax Commuter	Accident & Critical Illness	Disability Insurance Program
Premium/Cost to participate	*Employee Pay All - Pre-Tax*	*State Share (excludes part-time employees) of premium begins. Employee pays portion - Pre-Tax*	*Employee Pay All - Pre-Tax*	*Employee Pay All - Pre-Tax*	*Employee Pay All - After Tax*	*Employee Pay All - Pre-Tax*	*Employee Pay All - After Tax*	*State funded*
Enrollment Submission	Submit completed enrollment form and required documents to your HR within 30 days of the first of the month of the coverage start date.		Submit completed enrollment form to the Statewide Benefits Office by the first of the month preceding the coverage start date.	Submit your enrollment request to Securian within your 90-day initial eligibility period, you can select coverage of one, two or three times base annual salary up to $200,000 without providing proof of good health. You can also apply for four, five or six times salary up to $350,000 with proof of good health. Employees can also enroll or change coverage levels anytime throughout the year with proof of good health. You can enroll via Employee Self-Service.	Submit enrollment request at the ASIFlex Online Enrollment Site or through Single Sign-On via State Employee Self-Service by the 15th to be effective for the next month.	Submit your enrollment request to Securian within your 90-day initial eligibility period. You enroll via Employee Self-Service.	Enrollment is automatic for eligible employees hired into a position covered by the Delaware State Employees' Pension Plan on or after January 1, 2006 when the employing organization completes data entry into PHRST or other state payroll system.
Employee Benefit Eligible Hire Date	Coverage Start Date	Coverage Start Date	Coverage Start Date	Coverage Start Date	Coverage Start Date	Coverage Start Date	Coverage Start Date	Coverage Start Date
January 2nd through February 1st	Start Date, February 1st March 1st or April 1st	May 1st	February 1st or May 1st	May 1st	Coverage not requiring proof of good health will become effective the first of the month following 90 calendar days of continuous employment. Coverage requiring medical underwriting (proof of good health) will be effective the first of the month following completion of the 90 calendar day waiting period (for new hires and newly eligible employees) and approval from Securian Financial.	1st of any month throughout the year.	Benefits are effective the first of the month following your enrollment date.	Once employee has been actively at work for one full day
February 2nd through March 1st	Start Date March 1st April 1st or May 1st	June 1st	March 1st or June 1st	June 1st				
March 2nd through April 1st	Start Date April 1st May 1st or June 1st	July 1st	April 1st or July 1st	July 1st				
April 2nd through May 1st	Start Date May 1st June 1st or July 1st	August 1st	May 1st or August 1st	August 1st				
May 2nd through June 1st	Start Date June 1st July 1st or August 1st	September 1st	June 1st or September 1st	September 1st				
June 2nd through July 1st	Start Date July 1st August 1st or September 1st	October 1st	July 1st or October 1st	October 1st				
July 2nd through August 1st	Start Date August 1st September 1st or October 1st	November 1st	August 1st or November 1st	November 1st				
August 2nd through September 1st	Start Date September 1st October 1st or November 1st	December 1st	September 1st or December 1st	December 1st				
September 2nd though October 1st	Start Date October 1st November 1st or December 1st	January 1st	October 1st or January 1st	January 1st				
October 2nd through November 1st	Start Date November 1st December 1st or January 1st	February 1st	November 1st or February 1st	February 1st				
November 2nd through December 1st	Start Date December 1st January 1st or February 1st	March 1st	December 1st or March 1st	March 1st				
December 2nd through January 1st	Start Date January 1st February 1st or March 1st	April 1st	January 1st or April 1st	April 1st				
Qualifying Event options	Timely qualifying event changes are permitted throughout the plan year.	Timely qualifying event changes are permitted throughout the plan year.	Timely qualifying event changes are permitted throughout the plan year.	Timely qualifying event changes are permitted throughout the plan year.	Qualifying events are marriage, birth or adoption only. Timely qualifying event changes are permitted throughout the plan year if applied within 31 calendar days of the life event. Employees may also submit other requests to change plans throughout the plan year that may or may not require proof of good health.	N/A	Timely qualifying event changes are permitted throughout the plan year.	N/A

* Medical includes Prescription Plan, EAP, Surgery Plus, Livongo Diabetes Monitoring